



Daily Diary User Manual

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1. The System

The Daily Diary software is a database replacement for the hardcopy record of daily information on a project. Daily Diary captures the daily events on a project. It has two components.

- The Desktop Daily Diary database - on a PC or Notebook computer
- The Pocket PC Daily Diary - on a pda Pocket PC

2. Functions of Daily Diary

The Daily Diary performs the following:

2.1 *Daily Production Records*

- What was produced by Task & Location
- What was scheduled to be produced by Task & Location
- What plant and resources worked, what tasks they performed & their productivity.

2.2 *Delays*

- What delays occurred to a resource by Task & Location.
- Delays are categorised by a predetermined type.

2.3 *Notes / Photos / Videos / Voice Recordings*

- Notes on key work items and occurrences by Task & Location.
- Photos and videos with explanatory additional notes recorded
- Voice recordings with explanatory written notes.

2.4 *Weather Information*

- Recording key weather information for the day.

2.5 *Reporting*

- Information is exported in a spreadsheet format including graph of 'Scheduled versus Actual' performance of resources on tasks.
- A schematic progress chart showing each task by its location and its status against scheduled production.
- A user defined report on daily activities.
- A listing of all notes and photos / videos / voice recordings



3. Desktop Daily Diary - Overview

The Desktop Daily Diary is the central database to which data collected by Pocket PCs is uploaded. It has the following functions:

- Entry of daily data separate to that imported from the Pocket PC.
- Setup of the project information such as Tasks, Resources, Locations and Schedules is done in the Daily Diary and exported to the Pocket PC for data collection.
- Quick and easy access to all information.
- Reports on Daily information.

4. Pocket PC Daily Diary - Overview

The Pocket PC's primary function is to collect data easily out on the site where work is occurring. It holds a maximum of one week's information at any one time. It has the following functions:

- Import new tasks, resources, schedules from the Desktop database.
- Record data for production
- Record resources on site
- Record delays
- Record notes on key issues
- Record photos & videos with notes amplifying the record
- Voice recording

5. How to Use the Desktop Diary - Basic Operations

5.1 The Home Screen

The Main Menu is located on the Home screen. All functions can be accessed from the Home screen or alternatively from the two menus located at the top of each screen.

Each Menu item has a description of the menu contents by placing the mouse over the Menu item.



Home Screen

Menu 1

Menu 2



Main Menu



Menu Items



File Menu
File Menu , Log Off , Change User , Home ,

General Maintenance menu
Edit Menu , Daily Production , Calendar , Contracts ,
Locations , Tasks , Schedule , Resources , Weather , User ,

Search Menu
Search Menu , Browse , Search Notes , Home ,

Reports Menu
Reports Menu , Plant Listings , Codes Listings , Tasks ,
Schedule Items , Locations , Daily Report , Production Data ,
Progress Status , Cum Act Vs Sched , Home ,

Exit Daily Diary
Transfer Menu , From Pocket PC , Synchronize PPC , To
Pocket PC , Export To CCS , Home ,

Tools Menu
Tools Menu , Change Database , Set Up , Codes , Register ,
Home ,

5.2 Daily Production Screen

Mintract Daily Diary - [Daily Production Maintenance]

File Edit Search Reports Transfer Tools Help

Home Daily Production Notes Browse Calendar Contract Weather Reports Export Help

Mintract

Previous **06 November 2005** Next Save

Contract: 1027 - SMEC Stewart Rd

Task: 1.0 - Embankments : Southbound
4.0 - Drainage : Northbound

Add Task

Production

Production	Qty	Units	Hrs	%	Keyword	Sched
PEX22t - 22 Tonne Excavator	1	Number off	5	0	DC - 15 DISCUSSIO	

Delays

Delays	Reason	Hrs	Keyword
PEX22t - 22 Tonne Excavator	Equipment Failure	2	CC - 07 COMMENCING

Notes

Keyword: CC - 07 COMMENCING - COMPLETION WORK 2532
Subject: Extra Drainage
Drainage line extended

Details

Keyword: 2533
Subject: Compaction Failure
Soft spot needs compaction

Details

Add Note

5.2.1 Choose the Date for Information to be viewed.

5.2.2 Enter Task / Production Information

5.2.3 Enter Delay Information

5.2.4 Add Notes

Notes

Notes/Photos/Attachments

Contract: 1027 - SMEC Stewart Rd

Location: 1.0 - Southbound

Task: 1.0 - Embankments

Resource: PD0D6 - Dozer D6

Delay Reason:

Date: 6 Nov 2005 Print on Report 2532

Keyword: CC - 07 COMMENCING - COMPLETION

Issue: DC - Opening Closing


Subject: Extra Drainage

Notes: Drainage line extended

Attach: C:\Daily Diary\User5\Conc pave 1245 2Nov040.jpg

Type:

New Save View Exit





5.2.5 Attach Photo / Video / Voice Recording to Note

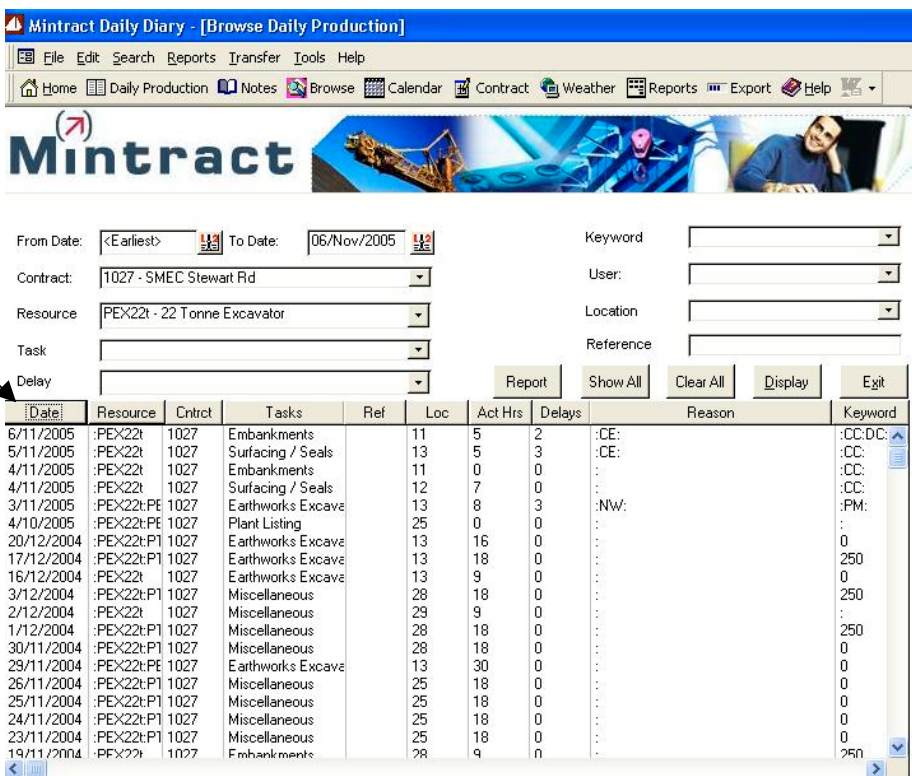
Use the 'Attach' button to find and attach the photo file to the Note.

5.3 Find a Record for Production - Browse

Click 'Search' and then 'Browse'. Select the desired filters / criteria. Then press 'Display'. The results can then be sorted by any of the headings. ie by clicking on the Date once it will sort from earliest date to latest and by pressing Date again it will sort the results from latest to earliest. Double click on the required item to go to the Daily production.

BROWSER Screen

Sort by Headers

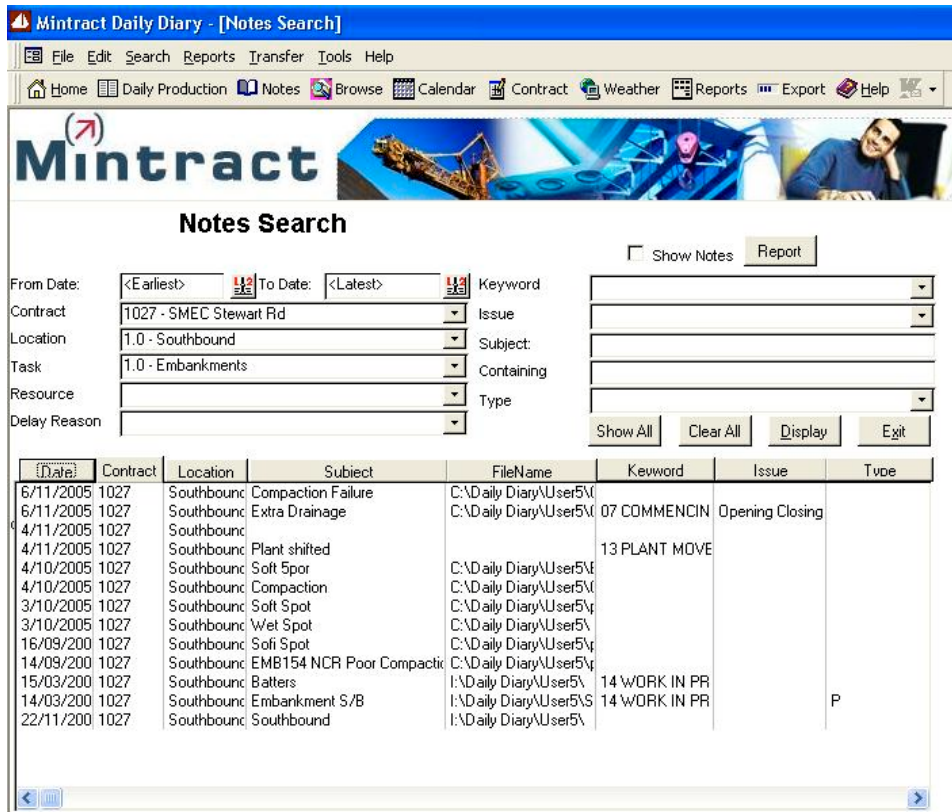


Date	Resource	Cntrct	Tasks	Ref	Loc	Act Hrs	Delays	Reason	Keyword
6/11/2005	:PEX22t	1027	Embankments	11	5	2	:CE:		:CC:DC:
5/11/2005	:PEX22t	1027	Surfacing / Seals	13	5	3	:CE:		:CC:
4/11/2005	:PEX22t	1027	Embankments	11	0	0	:		:CC:
4/11/2005	:PEX22t	1027	Surfacing / Seals	12	7	0	:		:CC:
3/11/2005	:PEX22t:PE	1027	Earthworks Excave	13	8	3	:NW:		:PM:
4/10/2005	:PEX22t:PE	1027	Plant Listing	25	0	0	:		:
20/12/2004	:PEX22t:P1	1027	Earthworks Excave	13	16	0	:		0
17/12/2004	:PEX22t:P1	1027	Earthworks Excave	13	18	0	:		250
16/12/2004	:PEX22t	1027	Earthworks Excave	13	9	0	:		0
3/12/2004	:PEX22t:P1	1027	Miscellaneous	28	18	0	:		250
2/12/2004	:PEX22t	1027	Miscellaneous	29	9	0	:		:
1/12/2004	:PEX22t:P1	1027	Miscellaneous	28	18	0	:		250
30/11/2004	:PEX22t:P1	1027	Miscellaneous	28	18	0	:		0
29/11/2004	:PEX22t:PE	1027	Earthworks Excave	13	30	0	:		0
26/11/2004	:PEX22t:P1	1027	Miscellaneous	25	18	0	:		0
25/11/2004	:PEX22t:P1	1027	Miscellaneous	25	18	0	:		0
24/11/2004	:PEX22t:P1	1027	Miscellaneous	25	18	0	:		0
23/11/2004	:PEX22t:P1	1027	Miscellaneous	25	18	0	:		0
19/11/2004	:PEX22t	1027	Embankments	28	9	0	:		250



5.4 Find a Note / Photo / Video / Voice Recording

Click 'Search' and 'Notes Search' and select the desired filters / categories and press 'Display'. The results can then be sorted by any of the headings. Double click on the desired Note to go to the Note details and attached photo / video / voice recording.



Mintract Daily Diary - [Notes Search]

File Edit Search Reports Transfer Tools Help

Home Daily Production Notes Browse Calendar Contract Weather Reports Export Help

Notes Search

From Date: <Earliest> To Date: <Latest> Keyword:

Contract: 1027 - SMEC Stewart Rd Issue:

Location: 1.0 - Southbound Subject:

Task: 1.0 - Embankments Containing:

Resource: Type:

Delay Reason:

☐ Show Notes

Date	Contract	Location	Subject	FileName	Keyword	Issue	Type
6/11/2005	1027	Southbound	Compaction Failure	C:\Daily Diary\User5\			
6/11/2005	1027	Southbound	Extra Drainage	C:\Daily Diary\User5\	07 COMMENCIN	Opening Closing	
4/11/2005	1027	Southbound	Plant shifted		13 PLANT MOVE		
4/10/2005	1027	Southbound	Soft Spot	C:\Daily Diary\User5\			
4/10/2005	1027	Southbound	Compaction	C:\Daily Diary\User5\			
3/10/2005	1027	Southbound	Soft Spot	C:\Daily Diary\User5\			
3/10/2005	1027	Southbound	Wet Spot	C:\Daily Diary\User5\			
16/09/200	1027	Southbound	Soft Spot	C:\Daily Diary\User5\			
14/09/200	1027	Southbound	EMB154 NCR Poor Compac	C:\Daily Diary\User5\			
15/03/200	1027	Southbound	Batters	I:\Daily Diary\User5\	14 WORK IN PR		
14/03/200	1027	Southbound	Embankment S/B	I:\Daily Diary\User5\	14 WORK IN PR		P
22/11/200	1027	Southbound	Southbound	I:\Daily Diary\User5\			

5.5 Reports

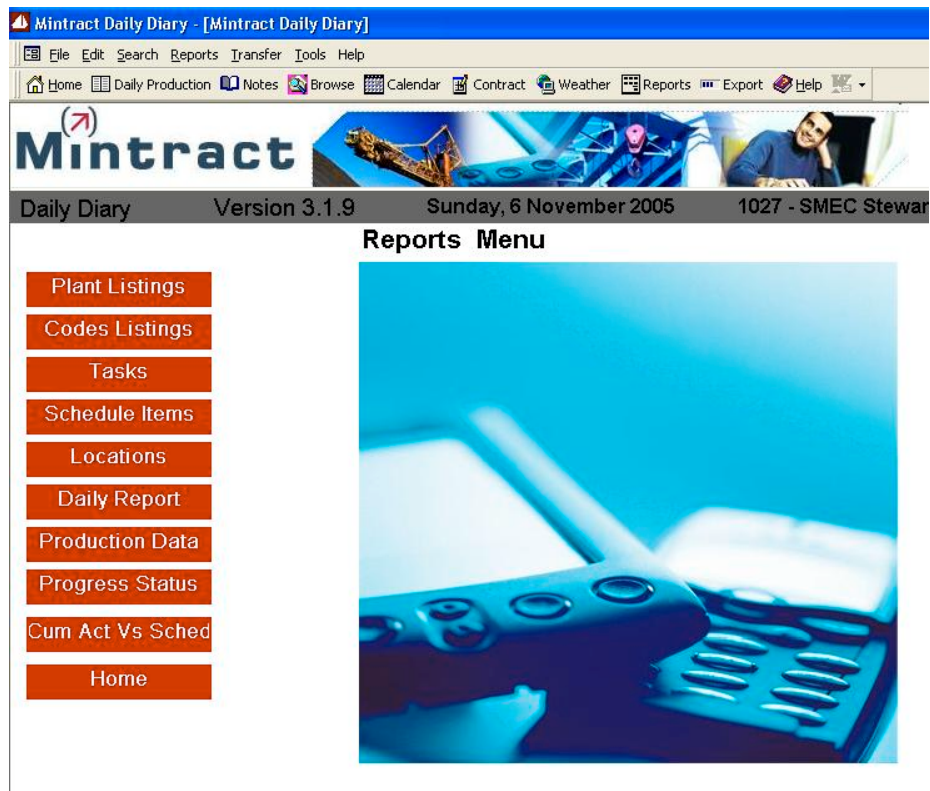
On the Home screen select Reports.

Reports exported to MS Excel. The 'Progress Actual' and 'Cum Act Vs Sched' reports export directly to an Excel spreadsheet.

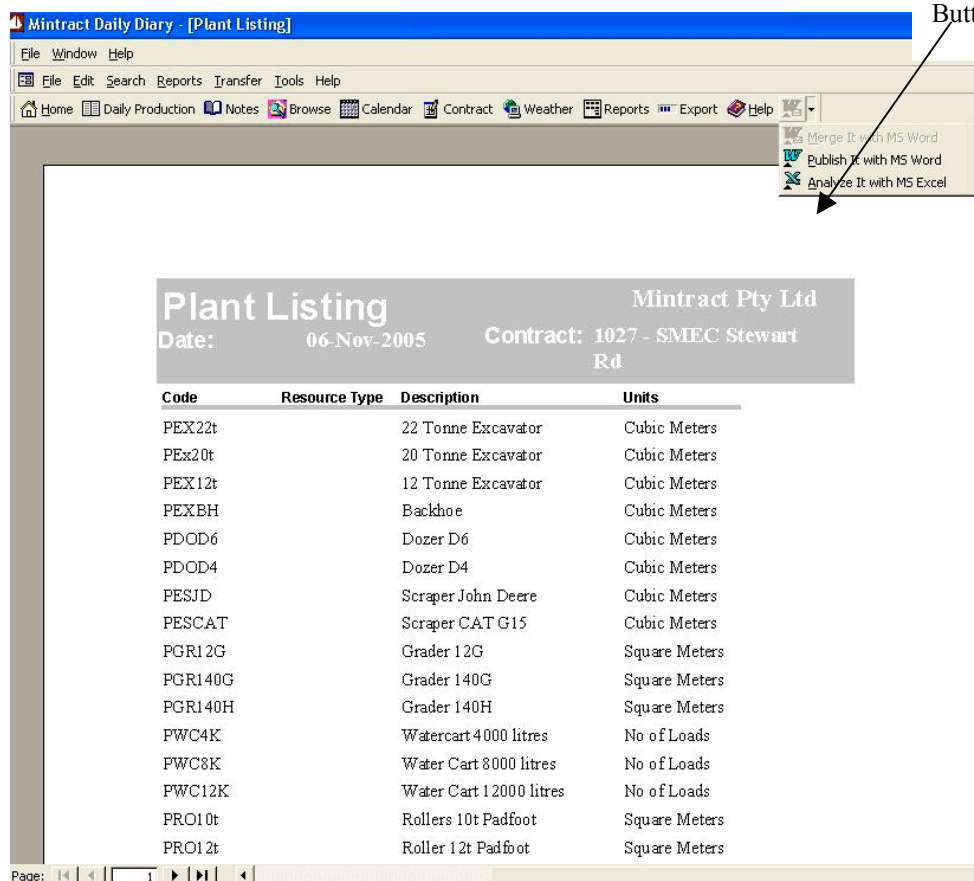
The other reports can be printed and can separately be exported to an MS Word file or an MS Excel spreadsheet through the 'Office Links' button on Menu 2.



5.5.1 Reports - Home Screen



Export to Excel or MS Word - Office Links Button



5.5.2 Reports - 'Progress Status' (not available to all Users)

- a) Choose the required date for the report by selecting the date from the calendar.



- b) From the 'Reports Menu' select 'Progress Status'
- c) On the 'Proforma Reports Selection' screen leave the 'From location' 'To location' fields blank and click the 'Report' button. This will give a report across all the entire project. (Note: If a specific location or from one location to another is required fill in these fields.)



Proforma Report Selections

From Location

To Location

If no selections are made all locations will be displayed

d) Progress Status Report

Microsoft Excel - Proforma.xls													
File Edit View Insert Format Tools Data Window Help Acrobat													
Arial 10 B I U \$ % , +.00 -.00 100%													
A1 =													
	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2		CONTRACT: Pakistan Test											
3		From Location Ch 0.5 to Ch 9.1											
4													
5	ACTUAL PERFORMANCE												
6	DATE 29-Feb-2004												
7	Bridge 2	20											
8	Culvert 9												
9	Culvert 6								100				
10	Asphalt		0										
11	WMM												
12	GSB												
13	Location	Ch 0.5	Ch 0-1	Ch 1-2	Ch 2-3	Ch 3-4	Ch 4-5	Ch 5-6	Ch 6-1	Ch 6-7	Ch 7-8	Ch 8-9	Ch 9-10
14													
15	SCHEDULED PERFORMANCE												
16													
17	Bridge 2	23											
18	Culvert 9												
19	Culvert 6								71				
20	Asphalt												
21	WMM												
22	GSB												
23	Location	Ch 0.5	Ch 0-1	Ch 1-2	Ch 2-3	Ch 3-4	Ch 4-5	Ch 5-6	Ch 6-1	Ch 6-7	Ch 7-8	Ch 8-9	Ch 9-10
24													

5.5.3 Reports - 'Cum Act Vs Sched'

This report provides graphs of actual performance against scheduled performance, together with pie graph of delays broken down into various categories. All the information is exported to an Excel spreadsheet where the data can be further analysed.

- From the 'Reports' Menu select the 'Cum Act Vs Sched' button.

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Mintract Daily Diary - [Data Export]

File Edit Search Reports Transfer Tools Help

Home Daily Production Notes Browse Calendar Contract Weather

From Date: <Earliest> To Date: 11/Jan/2006

Contract: 1027 - Pakistan Test

Task: 1 - Bridge 2

Location: 0.5 - Ch 0.5

Resource:

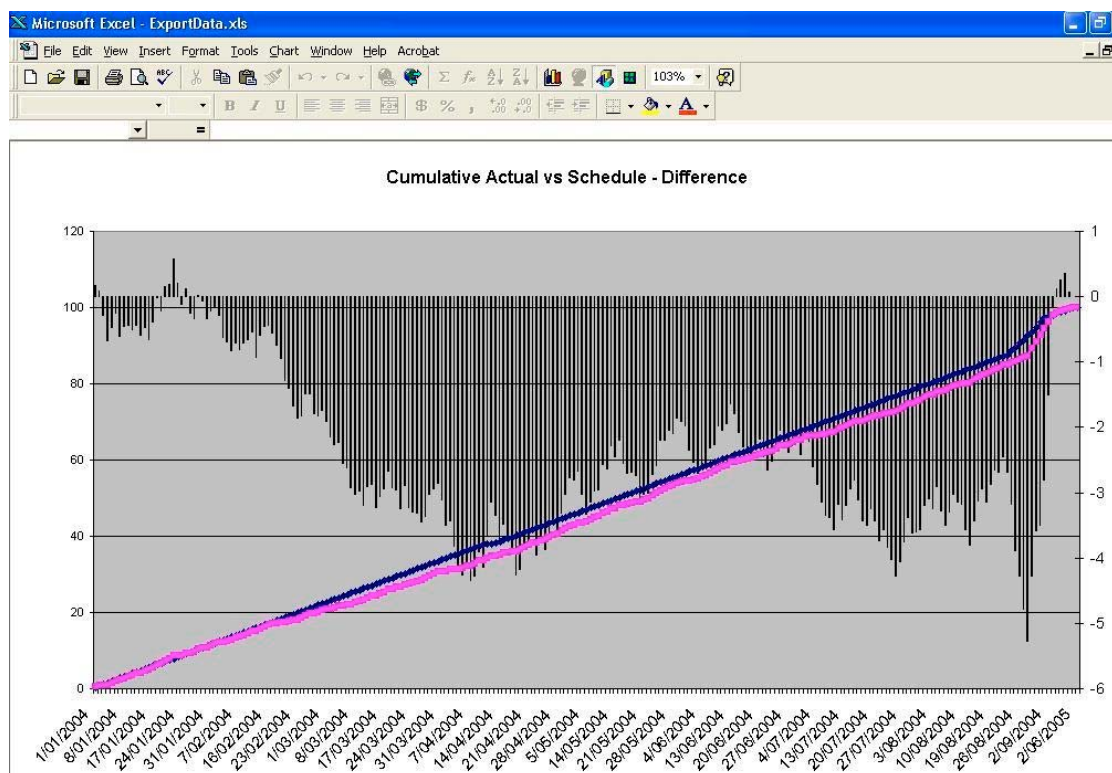
Delays

Available	Selected
CE - Equipment Failure	
CM - Contractor Materials	
CN - Nonconformance HP	
CR - Contractor Rework	
IR - Inadequate or Nil Reso	
NR - Idle not required or Rc	

Consolidate

☒ Daily ☐ Weekly ☐ Monthly ☐ Quarterly

b) Select the Criteria as required (and as shown in the example above).



5.6 Synchronise Pocket PC - Desktop Database

Information is uploaded from the Pocket PC to the Desktop and new information from the Desktop Diary is downloaded to the Pocket PC by selecting 'Transfer' and then 'Synchronise'. This includes resources, tasks, production, delays, notes and photos.

6. Transfer of Information to CCS

Notes and Photos can be exported to CCS and automatically registered in CCS. This can be done on an individual note by note basis or as a bulk export of all notes.

6.1 Set-up for Transfer to CCS

6.1.1 Setup the file path to the CCS Database

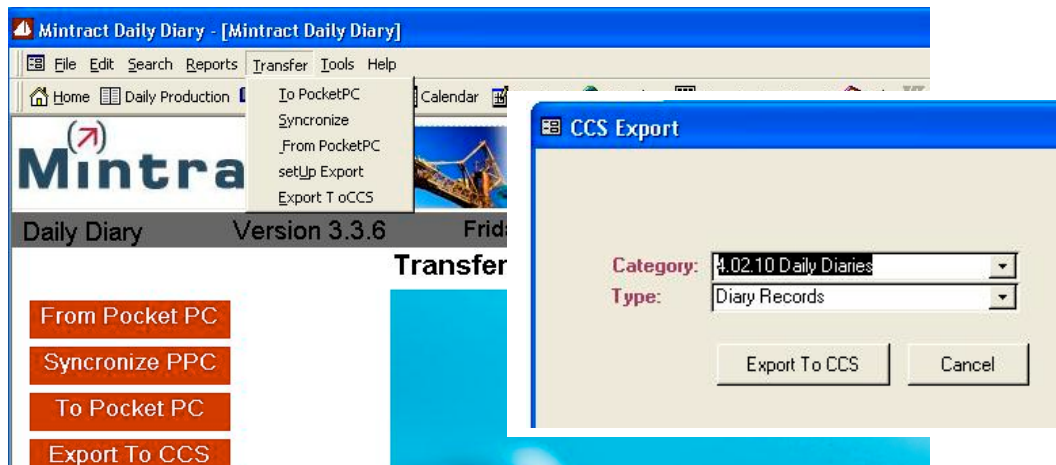
- a) Select 'Tools' - 'Setup' and place the exact file path and CCS file name into the field 'CCSPath'.

The screenshot shows the 'Mintract Daily Diary - [tblSetUp]' window. The menu bar includes File, Edit, Search, Reports, Transfer, Tools, and Help. The toolbar includes icons for Home, Daily Production, Notes, Browse, Calendar, Contract, Weather, Reports, and Export. The main area contains the following fields and buttons:

Current Database	G:\Projects\Program Delivery\Bowen\125-10K-60,62 Plain Ck-Saltwat	Set
New Database		Find Add
CompanyName	Mintract Pty Ltd	
RegistrationCode	4B5F712C15CD3A54A4A14227	
Linked Database	G:\Projects\Program Delivery\Bowen\125-10K-60,62 Plain I	
Pocket PC Database	C:\Daily Diary\Daily_pk.mdb	Save
ExcelPath	C:\Program Files\Microsoft Office\Office\excel.exe	Exit
CCSPath:	D:\Main Roads Townsville\Offline 125-10K-60\125-10k-60CA.r	

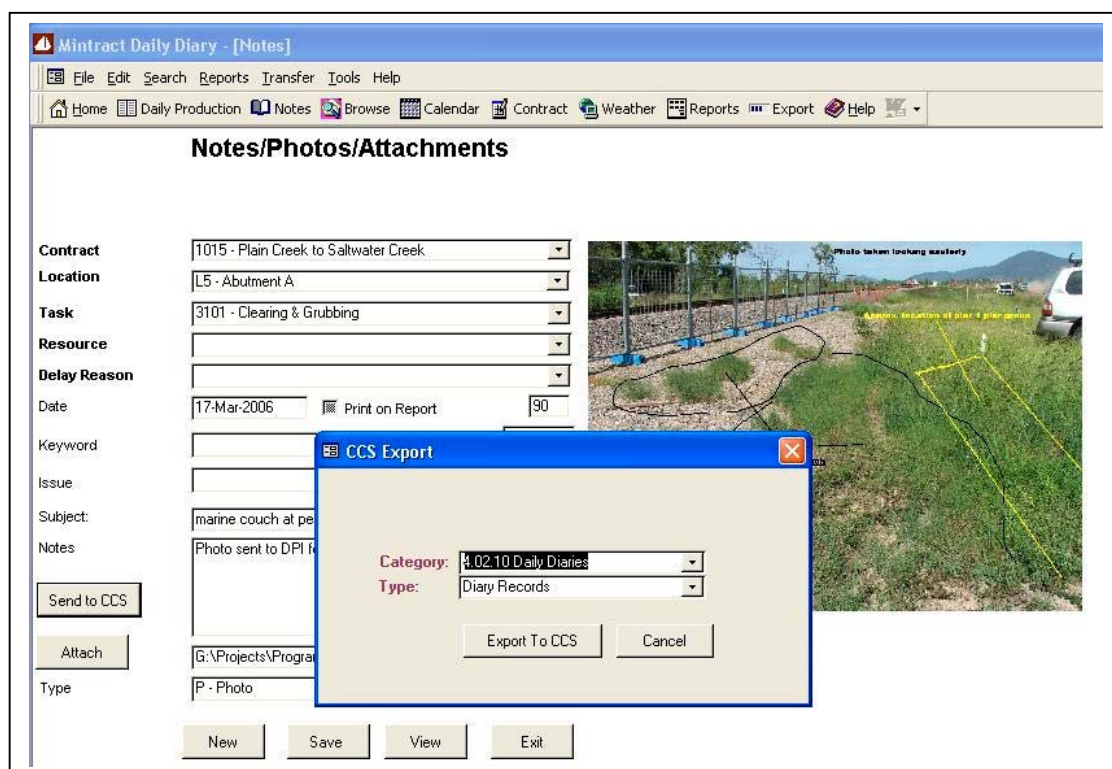
6.1.2 Setup where the Notes & Photos are to be exported in CCS.

- a) Select 'Transfer' - 'SetUp Export' & choose the 'Category' & 'Type'



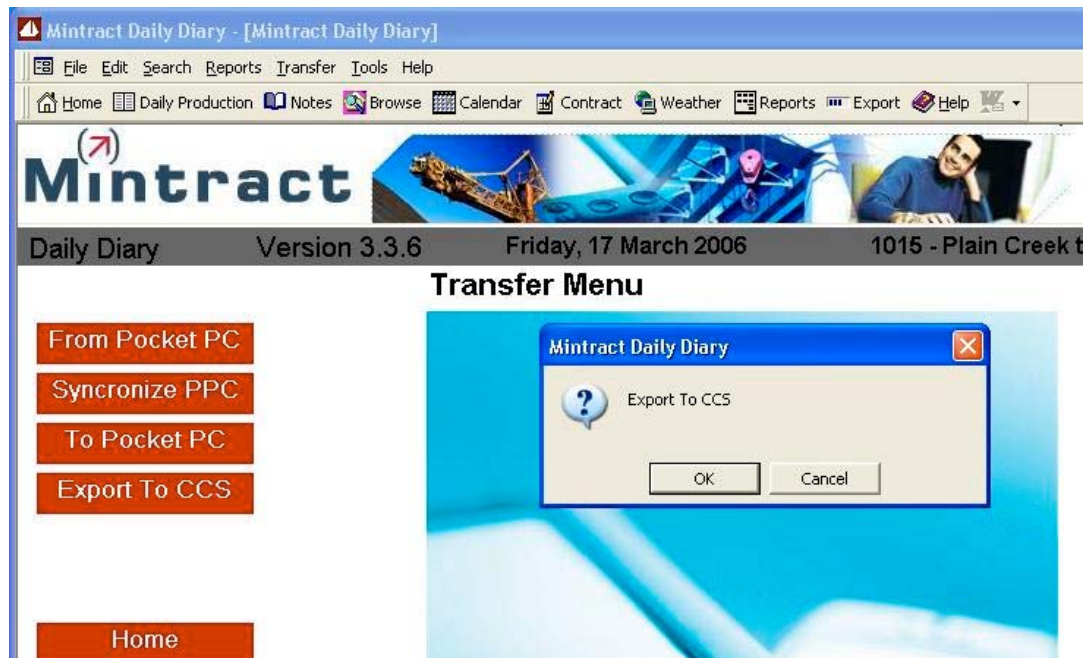
6.2 Transfer an Individual Note to CCS

- a) Select the Note to be exported & Select 'Send to CCS'
- b) Select the 'Category' and 'Type' in CCS for the exported Note
- c) Press 'Export to CCS'



6.2 Bulk Transfer of Notes & Photos to CCS

- a) Select 'Transfer' - 'Export to CCS'
- b) This will export all the Notes and attached files (photos, videos, voice recording etc) to CCS.
- c) All Notes without an Attachment will be registered in CCS as the 'Type' nominated in the 'SetUp Export' field.
- d) All Notes with an Attachment will be registered in CCS as a 'Type' - 'Photo-Video'.





Pocket PC–Daily Diary

This Quick Reference Guide provides quick easy steps to start using 'Daily Diary' on your Pocket PC to record data out in the field and to transfer that data to the 'Daily Diary' software located on your desktop PC.

1. Open Pocket PC Daily Diary

From 'Programs' click on 'Daily Diary' to open. The current date should be shown at the top of the screen when open. If the date is incorrect or you need to change the date click on 'Cal' tab and choose the date from the Calendar.

2. Enter Data – Location

The 'Location' of the work activity must be chosen from the drop down 'Location' box prior to entering any data. The 'Location' specifies where the actual work to be statused is located on the project.

3. Enter Data – Tasks

There may be tasks listed for the chosen 'Location' on the Daily Diary screen. If the required *Task* isn't listed click the Tab 'Add Task'. From the 'Task' screen select the required 'Task' and the 'Start' and 'Finish' times. Click the 'Save' tab at the bottom of the screen to add the Task to the main (today's) screen.

4. Enter Data – Production

'Production' is the amount of work a resource or combined resources performed on a task. For example an excavator may have dug 2500 cubic metres for the 8 hour period and this maybe 50% of the excavation to be performed.

Highlight the Task that you are going to input Production on and click on the 'Prodn' tab located on the side of the screen. When the 'Production Screen' opens select the 'Resource' from the drop down box (second field on the screen) Then fill in the number of hours worked, the *Quantity*, the measurement units and the percent complete (if required). Click on the 'Save' tab located at the bottom of the screen to save the Production.

5. Enter Data – Notes and Photos

Choose the Location associated with the 'Note / Photo'. If you want the Note associated with a Task then highlight the applicable Task. Click on the tab 'Notes / Photos'. On the Notes screen type a 'Subject' by placing

Daily Diary – Pocket PC Quick Reference Guide

the cursor in this field and using the keyboard or transcriber enter a subject description which should be a brief precis of the Note. Then place the cursor in the Notes field and enter further details using the keyboard or transcriber.

If you want to attach a photo to the *Note* click on the 'Attach' button and use the 'explore' function to find the required file. Once located click on the required file which will then attach the photo file to the *Note*. Press 'Save' on the lower part of the screen to save the *Note* and its photo (if attached).

6. Enter Data – Delays

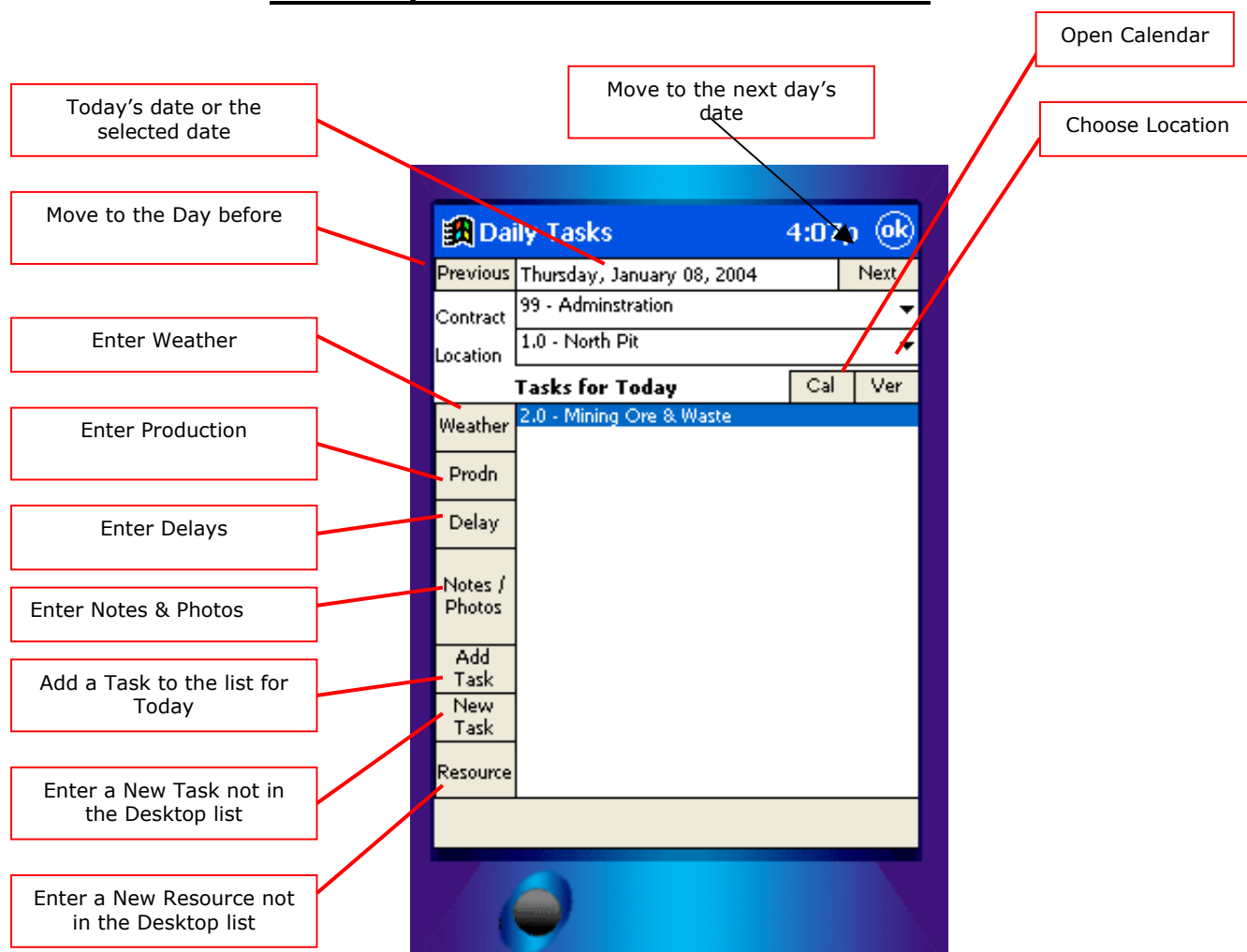
Choose the 'Location' and then highlight the *Task* (by clicking on the Task) to which the *Delay* applies.

When the *Delay* screen opens choose the *Resource* (second drop down box) for the *Resource* to which the *Delay* is assigned. Next select the type of *Delay* from the 'Reason' drop down box. Enter the extent in time of the *Delay* by placing the cursor in 'Time' and using the keyboard or transcriber.

Then choose the unit of time for the *Delay* by selecting from the drop down box on the right hand side.

Press 'Save' on the lower part of the screen to save the *Delay* details.

The 'Daily Tasks' Screen – the Main Screen



7. Flow Chart – Basic Steps for Pocket PC Use

